

PURCHASING

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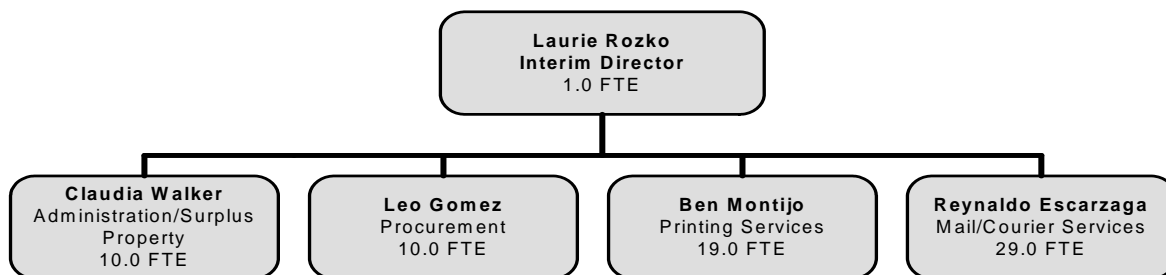
MISSION STATEMENT

The Purchasing Department is dedicated to managing for our customers the most cost-effective and efficient procurement of quality goods and services in support of the County of San Bernardino mission and goals. We will accomplish this through exceptional customer service, innovative processes, and sound business practices.

STRATEGIC GOALS

1. Expand training for Procurement and Internal Service Fund Policies and procedures to ensure quality customer service.
2. Enhance the quality of service for departments by increasing the number of Buyers that earns the Certified Purchasing Manager (CPM) accreditation within the Purchasing Department.
3. Promote efficiency by streamlining the Request for Proposal (RFP) process for county departments.
4. Initiate savings by implementing the County Travel Website for county business travel.
5. Enhance revenue streams by increasing Surplus Property sales.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

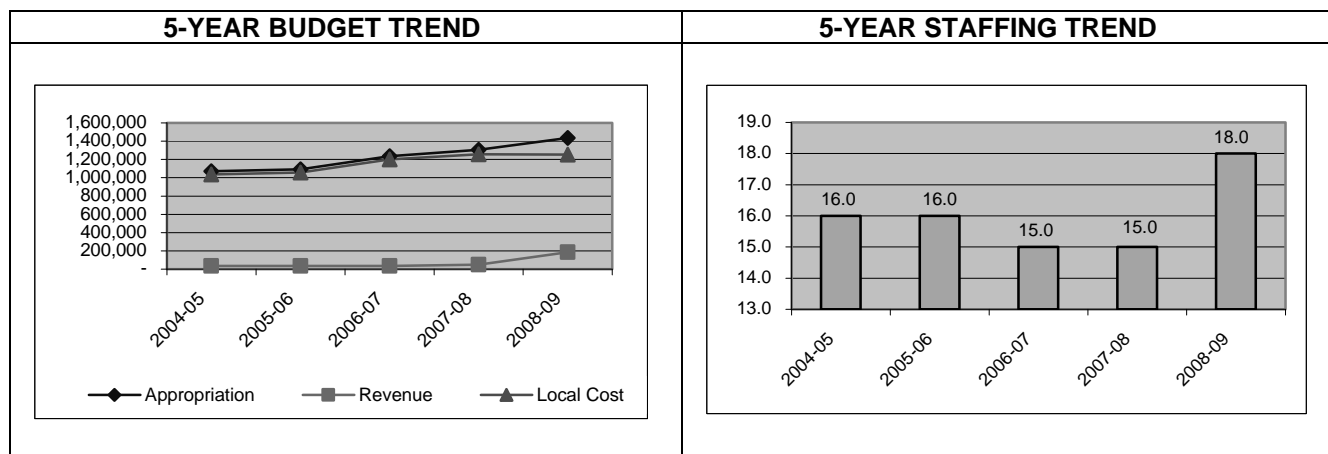
	2008-09				
	Operating Exp/ Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
<u>General Fund</u>					
Purchasing	1,436,783	184,143	1,252,640		18.0
Total General Fund	1,436,783	184,143	1,252,640		18.0
<u>Internal Service Funds</u>					
Printing Services	4,148,499	4,159,689		11,190	19.0
Surplus Property and Storage Operations	367,700	372,700		5,000	3.0
Mail/Courier Services	7,384,760	7,386,411		1,651	29.0
Total Internal Service Funds	11,900,959	11,918,800		17,841	51.0
Total - All Funds	13,337,742	12,102,943	1,252,640	17,841	69.0

DESCRIPTION OF MAJOR SERVICES

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by county departments and Board-governed districts. The department facilitates the procurement process, administers contracts, promotes cost-saving cooperative purchasing initiatives, and oversees programs such as CAL-Card procurement cards and next-day delivery of office supplies throughout the county. In addition, the department provides in-house services through three internal service funds (Mail/Courier Services, Printing Services, and Storage Operations), including comprehensive mail services, printing and graphic design, and disposition of surplus property.

The Purchasing Department strives to provide outstanding service to all customers by acting with integrity; locating sources for quality products with reasonable prices and timely deliveries; offering progressive services and the effective use of automation; giving all willing vendors the opportunity to provide pricing on their products and services in a fair, open, and competitive environment; and by treating each department, employee, and vendor with respect and understanding. By meeting these objectives, the department fulfills the purchasing obligation and legal requirements of the San Bernardino County.

BUDGET HISTORY



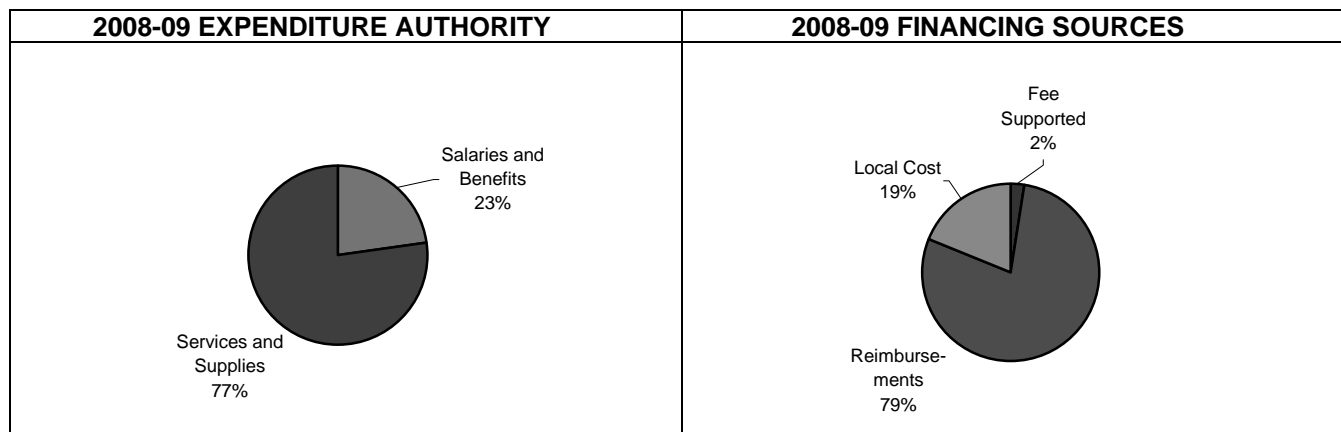
PERFORMANCE HISTORY

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Actual
Appropriation	1,045,091	1,113,255	1,265,411	1,307,588	1,299,649
Departmental Revenue	38,293	38,755	65,060	50,000	90,658
Local Cost	1,006,798	1,074,500	1,200,351	1,257,588	1,208,991
Budgeted Staffing				15.0	

Actual appropriation for 2007-08 was near modified budget due to salary savings and the receipt of less reimbursements from Surplus Property and Storage Operations.

Departmental revenue for 2007-08 was slightly higher due to increased revenue from the sale of surplus property.

ANALYSIS OF FINAL BUDGET



GROUP: Administrative/Executive
DEPARTMENT: Purchasing
FUND: General

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Actual	2007-08 Final Budget	2008-09 Final Budget	Change From 2007-08 Final Budget
Appropriation							
Salaries and Benefits	1,137,450	1,167,204	1,226,020	1,332,927	1,390,894	1,504,492	113,598
Services and Supplies	91,365	107,323	149,498	80,334	83,994	5,076,381	4,992,387
Central Computer	16,683	18,694	20,762	26,861	26,861	26,990	129
Travel	-	-	-	-	-	6,000	6,000
Other Charges	728	420	104	-	-	-	-
Equipment	-	-	9,214	-	-	-	-
L/P Struct/Equip/Vehicles	6,052	-	4,981	-	-	-	-
Transfers	3,432	3,233	4,105	4,831	9,458	12,559	3,101
Total Exp Authority	1,255,710	1,296,874	1,414,684	1,444,953	1,511,207	6,626,422	5,115,215
Reimbursements	(210,619)	(183,619)	(149,273)	(145,304)	(203,619)	(5,189,639)	(4,986,020)
Total Appropriation	1,045,091	1,113,255	1,265,411	1,299,649	1,307,588	1,436,783	129,195
Departmental Revenue							
State, Fed or Gov't Aid	2,249	1,182	-	3,232	-	-	-
Current Services	-	24	11	(541)	-	159,143	159,143
Other Revenue	36,035	37,528	65,049	87,967	50,000	25,000	(25,000)
Other Financing Sources	9	21	-	-	-	-	-
Total Revenue	38,293	38,755	65,060	90,658	50,000	184,143	134,143
Local Cost	1,006,798	1,074,500	1,200,351	1,208,991	1,257,588	1,252,640	(4,948)
				Budgeted Staffing	15.0	18.0	3.0

Salaries and benefits of \$1,504,492 fund 18.0 budgeted positions and are increasing by \$113,598 primarily due to the transfer of 2.0 Office Assistant II positions and 1.0 Fiscal Assistant from other divisions (internal service funds).

The department originally budgeted the addition of a Staff Analyst II. However, during the 2008-09 Budget Hearing the Board of Supervisors directed the removal of new positions and reclassifications included in departmental budgets financed by the general fund for 2008-09. Based on this action, the final budget reflects the reduction of \$75,821 in appropriation and 1.0 in budgeted staffing for a Staff Analyst II. Associated revenue in the identical amount was also reduced.

Services and supplies of \$5,076,381 include office supplies, equipment maintenance, presort and packing and printing charges. The increase of \$4,992,387 represents the purchase of office supplies on behalf of county departments which was previously accounted for in one of Purchasing's internal service funds.

Transfers of \$12,559 include \$5,500 for facility maintenance, \$3,603 for office supplies and mandated EH&P charges of \$3,456.



Reimbursements of \$5,189,639 represent payments of \$5,000,000 from departments for office supplies, and \$189,639 from internal service funds for administrative support.

Departmental revenue of \$184,143 represents \$159,143 for the administration of consolidated billing of office supplies and \$25,000 for CAL-Card purchase rebates.

PERFORMANCE MEASURES				
Description of Performance Measure	2006-07 Actual	2007-08 Projected	2007-08 Actual	2008-09 Projected
Percentage of County departments that receive training sessions. (64 departments)	0%	16%	19%	80%
Percentage of buyers that have earned the C.P.M. accreditation. (current staff is 9 buyers)	22%	20%	0%	33%
Percentage of County departments that are using the travel website. (64 departments)	N/A	N/A	N/A	40%
Percentage of County departments that are purchasing surplus property. (64 departments)	N/A	N/A	N/A	25%
Percentage of public auctions that result in sale on Public Surplus website. (Baseline 400)	N/A	N/A	N/A	25%

The CPM accreditation requires that procurement staff meet specific criteria, such as having a number of years of procurement-related experience and passing four tests before being accredited. It can be a lengthy process as the tests become increasingly difficult and require additional preparation. Three staff members have completed various phases of the accreditation process, shy of earning accreditation. However, the sponsoring organization, Institute for Supply Management, is phasing out the CPM accreditation at the end of calendar year 2008 in favor of a different credential. Due to the complexity and lengthy process of accreditation, the Purchasing Department will evaluate whether it is a true reflection of an annual performance measure, or will propose an alternative measure for 2009-10.

